

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: City Wellness Coordinator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Enhances the health and wellness of city employees, performs research, planning and development of programs and performs administrative duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|--|
| 1 | L | Administers the city employee wellness program by developing, managing, scheduling, implementing and evaluating wellness programs, developing the infrastructure including committees and departmental teams, and developing partnerships with departments and agencies. |
| 2 | L | Develops and manages the public safety wellness program by providing oversight of departmental health facilitator training, leading committees, participating in departmental teams, overseeing the public safety fitness assessment facility, supervising interns, and providing pre-employment physical abilities testing. |
| 3 | L | Performs other duties by assessing the validity of physical abilities tests, developing and allocating program budget, preparing reports, completing purchasing processes, and maintaining contracts. |

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. |
| Experience | Three years experience. |
| Certifications and Other Requirements | Valid Driver's License, CPR Certification, AED Certification, Health Fitness Instructor Certification |
| Reading | Work requires the ability to read reports, legal documents, correspondence, contracts, journals, and statistical data. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write correspondence, meeting minutes, reports, requisitions, policies and procedures, agendas, and presentations. |
| Managerial | Managerial responsibilities include developing and implementing programs and contracts, and assisting with projects. |
| Budget Responsibility | Oversees budget preparation of section budget and reviews and approves expenditures of significant budgeted funds for the section and may research and prepare recommendations for city-wide budget expenditures. |
| Supervisory / Organizational Control | Work requires the direction of helpers, assistants, seasonal employees, interns, or temporary employees or instructors. |
| Complexity | Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | X | Medium | Heavy | Very Heavy |
|--|---|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Training, presentations, fitness assessments, leading exercise programs, office equipment |
| Sitting | F | Computer, desk work, meetings |
| Walking | F | Inter-office, to/from office equipment, fitness assessments, leading exercise programs |
| Lifting | O | Exercise equipment, supplies |
| Carrying | O | Exercise equipment, supplies |
| Pushing/Pulling | O | Setting up exercise equipment/maintaining equipment, supplies, fitness assessments, leading exercise programs |
| Reaching | O | Exercise equipment, supplies, leading exercise programs |
| Handling | F | Exercise equipment, supplies, paperwork |
| Fine Dexterity | F | Computer keyboard, using equipment, writing, telephone keypad |
| Kneeling | R | Leading exercise programs |
| Crouching | R | Leading exercise programs |
| Crawling | N | |
| Bending | O | Leading exercise programs, fitness assessments, setting up/maintaining equipment |
| Twisting | O | Leading exercise programs, fitness assessments, setting up/maintaining equipment |
| Climbing | O | Exercise equipment |
| Balancing | F | On exercise equipment |
| Vision | C | Computer, desk work, leading exercise programs, fitness assessments |
| Hearing | C | Staff, supervisor, vendors, telephone, meetings |
| Talking | F | Staff, supervisor, vendors, telephone, meetings |
| Foot Controls | N | |
| Other (specify) | N | |

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Free weights and exercise machines, skinfold calipers, measuring tape, arm and leg ergometer, treadmill, sit and reach box, jump ropes, floor mats, arm lift platform, tape recorder, TV/VCR, CPR mask, first aid supplies, automatic electronic defibrillator, computer, fax machine, telephone, pager, copy machine, cellular phone, stopwatch, hand counter, Standard Microsoft Windows and Office software, Internet

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | N |
| Chemical Hazards | N | Extreme Temperatures | N |
| Electrical Hazards | N | Noise and Vibration | N |
| Fire Hazards | N | Fumes and Odors | N |
| Explosives | N | Wetness/Humidity | N |
| Communicable Diseases | W | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | X |

(1)

(2) Fitness Facilities

PROTECTIVE EQUIPMENT REQUIRED:

OSHA required equipment to clean up after an accident or injury

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | R |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work | R |
| Noisy/Distracting Environment | R |
| Other (see 3 below) | N |

(3)